



# MBOT NEWS

A Communication from the Missouri Board of Occupational Therapy

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December 2005

## CHAIR'S LETTER



In September, the Missouri Board of Occupational Therapy performed the first Continuing Competency Credit review of Missouri's occupational therapy practitioners. Regulations governing how Missouri occupational therapy practitioners are to maintain competency

have been in place for a couple of years now. To monitor compliance with regulations the Board reviewed information submitted by 157 occupational therapy practitioners. This sample seems to indicate that Missouri's occupational therapy practitioners are advancing their knowledge and skills through a variety of learning and practice avenues. Most occupational therapy practitioners are committed to continuing competency beyond the biennial 24 Continuing Competency Credit minimum required by the Occupational Therapy Practice Act and Rule. Practitioners are publishing, researching, attending seminars, engaging online learning opportunities, teaching, giving presentations, reading and reporting on journal articles, supervising students, and volunteering. The volume and breadth of competency activities submitted for review was truly impressive.

The Board would like to offer a great and special "Thank you" to all of those practitioners that submitted documentation for the Board's review. More importantly thank you for your commitment to engaging actively in the journey of gaining, maintaining and enhancing competent practice as an occupational therapist or occupational therapy assistant.

Here are a few FAQ's and suggestions that may guide you on your continuing competency journey over the next two years.

• **How many Continuing Competency Credits (CCC's) do I need?** - Practitioners must accrue a

minimum of 24 CCC's during a two-year license renewal cycle. The next reporting cycle is from July 1, 2005 through June 30, 2007.

• **Who gets reviewed?** - This summer the Board randomly selected 157 practitioners and asked those persons to submit documentation of continuing competency activities for the past two years. The Board will repeat this process in July of 2007.

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## LETTER FROM EXECUTIVE DIRECTOR

Governor

The Honorable Matt Blunt

Department of Economic Development

Gregory A. Steinhoff, Director

Division of Professional Registration

Alison Craighead, Director

Members of the State Board

David Lackey, OTR/L, Chairperson

Ashland, Missouri

Cynthia R. Ballentine, OTR/L,

Vice-Chairperson

Ballwin, Missouri

Kristine Morannille, COTA/L, Member

Florissant, Missouri

Nicole Cozean OTR/L, Member

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Missouri Department of Economic Development  
Missouri Division of Professional Registration

MBOT News is an official publication of the Division of Professional Registration. Submit articles to: MBOT News, P.O. Box 1335, Jefferson City, MO 65102.

I would like to take this opportunity to remind you about the passage of House Bill 600 (2003) and House Bill 978 (2004) which could impact your license as an occupational therapist or an occupational therapy assistant in the state of Missouri.



Vanessa Beauchamp,  
Executive Director

These bills require all persons and business entities applying for or renewing a license with the Division of Professional Registration to have paid all state income taxes and have filed all necessary state income tax returns for the preceding three years. If you have failed to pay your taxes or have failed to file your tax returns your license is subject to immediate suspension within 90 days of being notified by the Department of Revenue of any delinquency or failure to file.

As like any other disciplinary action taken against your license, if your license is suspended for failure to file and/or pay taxes the disciplinary action will remain a permanent part of your record.

In the event you are notified by the Department of Revenue of any delinquency of failure to file you need to contact them at 573-751- 7200.

Sincerely,

Vanessa Beauchamp

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## MESSAGE FROM DIVISION DIRECTOR



Greetings!

My name is Alison Craighead and I was confirmed as Director of the Division of Professional Registration in January 2005. Prior to my confirmation, I served as the Political Affairs Coordinator for the American Association of Nurse Anesthetists and as the Manager of Government and Political Affairs for the American Dietetic Association in Washington, DC.

As can be expected with any new administration, there are many changes currently taking place within state government. In an effort to make state government more effective, fiscally responsible and service oriented, Governor Blunt created the State Government Review Commission and charged them with conducting a full review of state government in order to identify opportunities to restructure, reduce or eliminate state government functions. The final report from the Commission is expected to be released in November.

The Division of Professional Registration recently hired Tom Reichard as Director of Budget and Legislation. In his new role, Tom will serve as the liaison for budget and legislative items between the professional boards, committees and commissions within the Division, the Department of Economic Development and the Missouri General Assembly. He has just completed work with each of the boards, committees and commissions to develop and prepare both legislation and budget items for the upcoming 2006 session.

The Division has also recently welcomed David Barrett, MBA, JD, as the division's Legal Counsel. David came to the division from his previous position as an Assistant Attorney General in the Attorney General's Division of Workers' Compensation Fraud and Noncompliance Unit and will be providing legal assistance to the division and the boards, committees and commissions.

In the short time that I have been a part of Professional Registration, I have enjoyed learning about the various professions housed within the division and look forward to working with many of you during my service as division director.

Sincerely,

A handwritten signature in cursive script that reads "Alison Craighead".

Alison Craighead

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## NEW BOARD MEMBER



Nicole Cozean was appointed to Missouri Board of Occupational Therapy on April 29, 2005 by Governor Matt Blunt. Ms. Cozean resides in Sikeston, Missouri where she is employed as an occupational therapist at ReStart.

Ms. Cozean's term will expire December 11, 2007.

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## FAREWELL



(Pictured left to right: Bill Markland, Kristine Moranville, David Lackey, Judy Phillips, Cynthia Ballentine, and Nicole Cozean.)

The Missouri Board of Occupational Therapy said their official farewell to Judy Phillips at their May meeting where the Board presented Ms. Phillips with an appreciation plaque for her years of service.

Ms. Phillips was first appointed to the Board on December 11, 1997 by the late Governor Mel Carnahan. During her membership with the Board, Ms. Phillips served as the Board Chair from 1997 to 1998 and reelected Chair from 1999 to 2005.

The Board wishes to express their appreciation to Ms. Phillips for her dedication and leadership while serving on the Board.

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## ELECTION OF OFFICERS

The Missouri Board of Occupational Therapy held their annual election of officers at their May 31, 2005 meeting. Mr. David Lackey was elected Chair and Ms. Cynthia Ballentine was elected Vice-Chair.

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## COMPLAINTS AND DISCIPLINARY ACTIONS

All complaints received by the Board are numbered and tracked on the complaint log. A complaint may be based upon personal knowledge or information received from other sources. The complaint must be made in writing. Verbal or telephone communications are not acceptable, but you may request a complaint form by telephone, fill it out and mail back to the Board. In general, the complaint is considered to be a closed record and is not accessible to the public.

Any complaint that is received by the Board is acknowledged in writing. The complainant will be notified of the final outcome. Any disciplinary action taken by the Board is a matter of public record. The Board believes publication of disciplinary actions to be in the public interest and has included such in this newsletter. If you have any questions, please contact Vanessa Beauchamp, Executive Director at our office.

Please refer to sections 324.083 and 610.010.15(6), RSMo, in addition to regulation 4 CSR 205.1.040 for specific complaint handling language.

The following disciplinary actions were taken by the Board since the last newsletter and will be maintained as open records, according to the terms of the action:

Name	License #	Violation	Disciplinary Action/Date
<i>Sarah Plotycia</i>	<i>004627</i>	<i>324.086.2(8)</i>	Suspended on 3/25/2005 to 3/25/2006 Probation 3/26/2006 to 3/25/2009
<i>Randal Scott</i>	<i>004408</i>	<i>324.086(1),(4),(5), (10), and (12) and 324.086.2 (1),(6), (8), (12), and (14)</i>	Suspended 4/26/2004 to 4/26/2007 Probation 4/27/2007 to 4/26/2012



## NUMBER OF LICENSEES BY COUNTY



As of August 2005

## COMPLAINT PROCESS



The mission of the Missouri Board of Occupational Therapy is to protect the citizens of the state through the licensing of occupational therapists and assistants, assessing their competence to practice. It is also

the Board's duty to investigate all complaints against licensees in a fair and equitable manner.

All complaints are required to be made in writing on the form provided by the Board. The complaint should identify the complainant and respondent (licensee) by name and address.

Once a complaint is received the respondent is notified that a complaint has been filed against him/her. The licensee is then given thirty days to respond to the allegations. Upon receipt of the response, the complaint will then be reviewed by the Board at its next scheduled meeting.

The Board will determine if no further action is required or if an investigation is warranted. If an investigation is initiated, it could take several months before the board makes its final decision as to whether or not to impose any discipline. Both the respondent and complainant will be notified in writing of the ultimate disposition of the complaint.

Complaints are not a public record. The only information that is public is the disciplinary action that was taken if any.

So what types of disciplinary action may be taken? The least restrictive form of discipline is censure. Censure is a single disciplinary action

declared in a legal document that identifies the facts of the violations of law. Although the licensee is not monitored or required to meet any specific requirements, this action does remain on his/her record permanently as does any other disciplinary action information.

Probation is a period of time, determined by the Board, wherein there are specific requirements listed in the disciplinary order that the licensee must comply with. The requirements correlate with the behaviors that resulted in the action being taken. The Missouri Board of Occupational Therapy statute states that probation can not exceed five years.

Suspension is a period of time in which the licensee may not practice and must return all evidence of licensure to the Board. During suspension the licensee is responsible for meeting the requirements outlined in the disciplinary order. The Missouri Board of Occupational Therapy statute states that suspension may not exceed three years. Suspension is generally followed by a period of probation.

Revocation is the most severe form of disciplinary action. Revocation removes the license and therefore the ability to practice. An individual whose license has been revoked must wait one year from the date of revocation to reapply for licensure.

Disciplinary actions are available on the Board's website; however, you are encouraged to contact the office directly regarding any disciplinary action.

**Chair's Letter Continued..**

• **I don't have the time or money to travel to seminars or workshops. How can I obtain CCC's?** - Consider the great variety of continuing competency options. For example online seminars are a great way to learn from your home and to work at your pace. Most providers of seminars and workshops are also offering online learning options. You may also read journal articles, volunteer, supervise students and so on. To review the full scope of options refer to your Practice Act and Rules handbook or check out [pr.mo.gov/octherapy.asp](http://pr.mo.gov/octherapy.asp) and go to the chart that outlines options for acquiring Continuing Competency Credits

• **Are there limits to the number of CCC's I can obtain within a particular type of activity?** - There are limits as to how many credits may be obtained through certain continuing competency activities. For example, one may obtain a maximum of 12 continuing competency credits via reading and reporting on journal articles. Again refer to your Practice Act and Rules handbook, refer to 205-5.010 (7), or check out the MO Board OT website [pr.mo.gov/octherapy.asp](http://pr.mo.gov/octherapy.asp), go to Continuing Competency Requirements, go to 205-5.010 Continuing Competency Requirements, go to (7) under rule 205-5.010 and refer to the chart outlining CCC options

**Please Note: Currently regulations restrict the number CCC's obtained through online learning to 12. The Board has submitted a rule change to allow practitioners the option to obtain all 24 CCC's through online activities. However this rule change will not be in effect for several months.**

• **What if I fail to obtain all of the needed CCC's? What if the Board decides not to approve certain activities toward the needed 24 CCC's?** In such cases the Board will notify the practitioner of what is needed and then set a timeframe for completion on additional activities. Remember that failure to complete necessary activities within the timeframe determined by the Board could result in disciplinary action by the Board.

• **Why didn't the Board accept hospital wide orientation, CPR, and universal precaution training for my CCC's?** While such activities are important and required by one's employer, the Board is interested in those activities that will specifically enhance more competent practice in the area of occupational therapy and in one's primary job functions.

• **If I have CCC's above and beyond the needed 24 can I carry some of these into the next 2-year license renewal cycle?** Currently practitioners may carry up to 6 credits from the year prior to renewal into the next renewal cycle.

**Pease Note: The Board has submitted a rule change to eliminate this carry over. In other words only CCC's actually accrued in the two-year license renewal cycle may be counted in that cycle. This change will not take place for several months.**

• **I had only been practicing for a year at the time of license renewal. Am I still responsible for obtaining 24 CCC's?** - No. CCC's are prorated for practitioners licensed initially within the two-year renewal cycle. To access the formula for computing CCC's in this case, refer to the Continuing Competency rules in your Practice Act and Rules handbook, refer to 205-5.010 (5), or access the MO Board of OT website, [pr.mo.gov/octherapy.asp](http://pr.mo.gov/octherapy.asp) , go to Continuing Competency Requirements, go to 205-5.010 Continuing Competency Requirements, go to (5) under rule 205-5.010

**We appreciate your competence!**



# Everything You Wanted to Know About the Limited Permit Process

By Cynthia Ballentine MSOT, OTR/L

Is this you or someone you know?

*I am so excited! I just completed all of my fieldwork and now I'm ready to work. I was lucky enough to get a job offer from my fieldwork site. I am eager to begin putting all of my newly acquired OT skills to good use and actually start paying back some of those loans!!*

This scenario probably sounds very familiar to any new graduate or soon to be new graduate. This article is designed to walk you through the limited permit process. The first thing you need to be aware of is that limited permits are only issued to recent graduates from an ACOTE (Accreditation Council for Occupational Therapy Education) accredited program. You can start the application process at any point prior to taking the National Board in Certification of Occupational Therapy (NBCOT) certification exam. A good time to start is probably during your last level II fieldwork experience. However, you will not be issued a permit until NBCOT Confirmation of Examination Registration and Eligibility to Examine form is received in this office directly from NBCOT.

Questions often asked by new graduates are: **Do I really need to do this? I don't have a lot of money, so couldn't I just go to work first and just get a regular license after I pass my exam?** If you plan to work at any point before you pass your certification exam, you must apply for and receive a Limited Permit. This will ensure that you are in compliance with the law and that you have the appropriate level of supervision until you prove, through successfully passing NBCOT certification, that you have at least entry level knowledge and skills to practice occupational therapy.

In order to apply for your limited permit, you will need to:

- Obtain and complete an application and jurisprudence exam which are available on the board's website [pr.mo.gov/octherapy](http://pr.mo.gov/octherapy);
- Send the application along with the appropriate fee and the jurisprudence exam to the board office;

- Have NBCOT send an Eligibility to Examine letter directly to the board office;

Processing of the application is usually done the same day upon receipt of all of the above noted documentation. The expiration of the limited permit is determined by the expiration date on the NBCOT Eligibility to Examine letter (eight weeks from the date of expiration). Your Limited Permit shall only be effective up to but not to exceed the time the results of the second available examination are received by the board, unless the person successfully passes the examination in which case the limited permit shall remain valid for an additional sixty days. You will not be able to renew the limited permit if you fail to take the first available exam.

Once you pass the NBCOT certification exam, your limited permit will automatically be extended for an additional sixty (60) days, during which you may apply for a permanent license by completing the Addendum To Original Application form and by sending the appropriate fees. If you do not successfully pass the certification exam you may renew your limited permit once, which will remain effective until eight (8) weeks after the NBCOT Expiration of Eligibility date of your second available examination. If you DO NOT PASS the second exam, your limited permit will be VOID and must be returned to the Board office within 14 days upon receipt of your exam scores. It is your responsibility to inform your employer and return the limited permit to the board office. If you do not return the limited permit within the allotted time, you will be out of compliance with the law and could face sanctions on your permanent license.

Hopefully, the process is clearer and less confusing. If you continue to have questions please feel free to contact the board office and staff will be happy to assist you in this process. Once you reach this stage in the process of becoming an occupational therapist you are very near the finish line. Good luck!!!!!!

## **2006 MEETING DATES**

All meetings held at the Division of Professional Registration, Jefferson City, MO. Board may schedule additional meetings as necessary.

**February 14, 2006**

**May 2, 2006**

**August 1, 2006**

**November 7, 2006**



## HAVE YOU MOVED RECENTLY?

The rules and regulations require all licensees to notify the Division of all such changes by sending a letter to the office in Jefferson City, Missouri. Please include a street address to facilitate any express mail deliveries.

Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

Mail to:

Missouri Board of Occupational Therapy  
3605 Missouri Boulevard, P.O. Box 1335  
Jefferson City, Missouri 65102

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
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